

**SECRET**

OPTIONAL FORM NO. 10

Approved For Release 2002/08/28 : CIA-RDP71B00185A000100040028-9  
UNITED STATES GOVERNMENT

# Memorandum

TO : Executive Officer, OEL

DATE: 9 August 1965

FROM : DD/S&D

25X1A

SUBJECT:  Travel

25X1A

In my conversations of 5 August with , he concurred that travel by public transportation to San Francisco resulted in less cost to the Government for trips of 2 days or less. I asked him, since that was the case, to either travel that way or reconstruct his travel in that form. Would you please check his next expense report to see that this is happening.

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cc: D/OEL

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downgrading and  
declassification